CITY OF UNALASKA

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www.ci.unalaska.ak.us

SALES TAX REPORT

	QTR1 ☐	QTR2 ☐	QTR3 ☐	QTR4 ☐	
QTR ENDING	**March 31**	**June 30**	**September 30**	**December 31**	**YEAR** _____
	DUE April 30	**DUE July 31**	**DUE October 31**	**DUE January 31**	

Beginning with 2022 Q4 Report due 1/31/2023, a $25 per month late filing fee will be assessed, even for zero sales reports.

BUSINESS **NAME:** _____ **BUSINESS LIC. #** _____

ADDRESS: _____

_____ *Final Report, Close Business License* ☐

DETERMINATION OF ADJUSTED GROSS RECEIPTS

1. **GROSS RECEIPTS FOR QUARTER (INCLUDING SALES TAX COLLECTED)**
   - A. RENTALS . . . . . $ _____
   - B. SALES . . . . . $ _____
   - C. SERVICES . . . . . $ _____
   - D. **TOTAL GROSS RECEIPTS** *(Add A through C)* . . . . . $ _____
2. **NON-TAXABLE RECEIPTS** *(Complete Page 2)* . . . . . $ _____
3. **ADJUSTED GROSS RECEIPTS** *(Subtract Line 2 from 1D)* . . . . . $ _____

DETERMINATION OF TAXABLE RECEIPTS

4. **DIVIDE** LINE 3 BY 1.03 **(TAXABLE GROSS RECEIPTS)** . . . . . $ _____

DETERMINATION OF TAX DUE

5. **MULTIPLY** LINE 4 BY .03 – **SALES TAX DUE** . . . . . $ _____
6. **CREDIT OR AMOUNT DUE FROM PREVIOUS REPORTS** . . . . . $ _____
7. **CREDIT FOR SALE FOR RESALE REFUND** . . . . . $ _____
8. **TAX DUE** *(Line 5, plus or minus Line 6, minus Line 7)* . . . . . $ _____
9. **PENALTY AND INTEREST DUE** *(If applicable)* . . . . . $ _____
10. **TOTAL DUE** *(Line 8 plus Line 9)* . . . . . $ _____

Sales Tax Reports due quarterly on the last day of the month following the end of a quarter. Report invalid unless completed in detail and signed. Report required even if there were no receipts for the quarter. Delinquent reports incur a $25/mo. late fee up to $100; 5% penalty/mo. or fraction thereof up to 20%; & 15% interest per annum. Failure to file is a minor offense with the fines established by code up to $500 per violation or day. The City's additional remedies for violations of sales tax ordinances are set out in Unalaska Code of Ordinances 6.40.100.

I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

SIGNATURE _____ TITLE _____ DATE _____

PRINTED NAME _____ EMAIL ADDRESS _____

COMPLETED SALES TAX REPORT MAY BE EMAILED TO CITY CLERK'S OFFICE AT tax**@ci.unalaska.ak.us**

CITY OF UNALASKA SALES TAX REPORT

Name _____ Quarter Ending: _____

License # _____

NON-TAXABLE TRANSACTIONS

1. SALES TO CITY OR OTHER GOVERNMENT AGENCIES 6.40.030(L) **$** _____

SOLD TO:	**AMOUNT:**
_____	_____
_____	_____
_____	_____
_____	_____

2. SALES RELATED TO CITY PUBLIC WORKS PROJECTS 6.40.030 (AA) **$** _____

SOLD TO:	**AMOUNT:**
_____	_____
_____	_____
_____	_____
_____	_____

3. SALES NOT "MADE IN THE CITY" 6.40.010(C) **$** _____

SOLD TO & LOCATION:	**AMOUNT:**
_____	_____
_____	_____
_____	_____
_____	_____

4. ALL OTHER SALES CLAIMED EXEMPT . . . . . **$** _____

SOLD TO:	City Sales Tax Exemption Certificate Number or other justification	**AMOUNT:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL ALL NON-TAXABLE TRANSACTIONS . . . . . **$** _____